

Job Description

Job title	Placement and Employment Coordinator
School / department	Student Services
Grade	4
Line manager	Employer Engagement Manager
Responsible for	N/A

Main purpose of the job
<p>This is a key role within the Student Services Department to provide assistance and support to the Placement/Employer Engagement Officers within the Placement and Employment Services.</p> <p>To be the first point of contact for the service by offering information and guidance to students, schools/colleges and employers.</p> <p>To work with the wider Placement & Employment team in assisting with the organising and researching employers for specific school/colleges industry events/fairs and graduate employment.</p> <p>To provide administrative support to the Placement and Employment team.</p> <p>To assist with sourcing and processing high volume, part time, work experience, placement and graduate opportunities.</p> <p>To assist with the internal Talent Bank recruitment service to students</p> <p>To assist with employer events on campus.</p> <p>To process high volume placement and employment opportunities, monitor and track student placement activity via the designated database (Target Connect & Unite)</p> <p>To provide administrative support for Placement Tier 4 monitoring.</p> <p>To provide support with the UWL web and portal updates, social media and finances.</p> <p>This appointment requires a flexible approach to working hours as weekend and evening cover may be required.</p>

Key areas of responsibility
<p>Employer Activities/Engagement</p> <p>To research external employer events that are relevant to current students and graduate employment, by promoting these events/opportunities for students/graduates.</p>

To comply with UKVI and University regulations, maintain regular fortnightly contact with employers to ensure the monitoring of international students during their placement are adhered to. Referring any issues that may arise to the Placement Officer and the Compliance team.

To provide information to employers advertising their vacancies at UWL to ensure they meet our vacancy advertising requirement e.g. national minimum wage, working time directive etc.

Students

To manage enquiries either telephone, email or face to face and acting as first point of contact for students visiting the Placement and Employment Service pod on The Street. Informing students where necessary.

To communicate relevant job opportunities to students through the various means within UWL e.g. online jobs portal, plasmas screens and managing the weekly student mailshot.

To support the wider team with assisting with administration to aid student inductions, placement and employment services presentations and any other group activities.

To promote and administer the UWL Talent Bank to UWL students

To support the Placement Officers in ensuring all placement/work experience forms are completed in a timely manner.

To support the Employment Engagement Officer in facilitating the administration, advertising, shortlisting and interviews for temporary jobs as part of UWL Talent Bank Service.

To cover the Placement and Employment Service pod in 'The Street' managing face to face student enquires

Events

To assist, co-ordinate and promote, in conjunction with the Placement/Employer Engagement Officers, organising and delivering employer events and activities including the annual Part-Time, Placement and Graduate Fairs and various employer presentations/workshops for employers on campus throughout the academic year.

To assist in the promotion of the Placement and Employment Service to at both internal and external events e.g. UWL Open Days, Applicant days.

Administration

To support, update and maintain placement student information throughout the placement process using the relevant database.

To ensure all administrative processes have been completed prior to students starting their placement/work experience (e.g. Tripartite agreement; H&S questionnaire) and recorded on the relevant database.

To ensure the monitoring of Tier 4 students on placements is kept up to date and record any issues raised with the relevant Placement Officer/Placement Services Manager/Head of Placements & Employment Services.

To provide administrative support to the Placement & Employment team including vacancy advertising, event promotion and UWL Talent Bank bookings.

To maintain the UWL financial processes for the department

To use the UWL shared database to advertise employment, placement and event opportunities, monitor student and employer activity and input and update records.

To use social media sites and other channels to provide information to students and employers in promoting the Placement and Employment Service.

To maintain and report Placement and Employment Service monthly stats

To support the Graduate Operations Manager with the UWL Graduate Internship scheme

To actively promote the Placement and Employment Service to a range of stakeholders including Employers, Students and Graduate through social media channels.

General

At all times to carry out your responsibilities with due regard to the university's procedures and policies.

Be aware of, and comply with, the Data Protection Act and Freedom of Information Act at all times.

To undertake regular training and continuing professional development in order to keep abreast of changes and developments in the field of Placement and Employment through various professional competency frameworks.

In addition to the above areas of responsibility the position maybe required to undertake any other reasonable duties relating to the broad scope of the position.

Dimensions / back ground information

Person Specification

Criteria	Essential	Desirable
Qualifications and/or membership of professional bodies	Degree or equivalent work experience	
Knowledge and experience	<p>Excellent administrative experience as part of a customer-focused team.</p> <p>Previous experience of managing a high volume of workloads requiring speed and accuracy with variable and often demanding timescales.</p> <p>Experience of using and maintaining database systems</p> <p>Customer Service experience</p>	<p>Experience of working in higher education</p> <p>Experience of assisting in the delivery of events</p>
Specific skills to the job	<p>Excellent communication skills (written and oral)</p> <p>Strong organisational skills and ability to work to tight deadlines</p> <p>Good verbal and written communication skills</p> <p>Ability to use IT for database management (including social media),</p>	<p>Knowledge and experience of using social media, in particular Twitter, Facebook and Hootsuite.</p>
General skills	<p>The ability to work independently and as part of a team.</p> <p>Accuracy and good attention to detail.</p> <p>An ability to work well under pressure.</p> <p>A commitment to equal opportunities and working with a diverse range of people</p>	
Other		
Disclosure and Barring Scheme	This post does not require a DBS check	

Essential Criteria are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.